

CONTENTS

Chapter:		Page
	About this manual	IV
	What is GPO Access?	V
1.	Advice to authors and editors	1
2.	General instructions	7
3.	Capitalization rules	23
4.	Capitalization examples	35
5.	Spelling	63
6.	Compounding rules	75
7.	Compounding examples	85
8.	Punctuation	125
9.	Abbreviations and letter symbols	147
	List of standard word abbreviations	158
	List of standard letter symbols for units of measure	165
	List of standard Latin abbreviations	168
10.	Signs and symbols	171
11.	Italic	177
12.	Numerals	181
13.	Tabular work	191
14.	Leaderwork	207
15.	Footnotes, indexes, contents, and outlines	211
16.	Datelines, addresses, and signatures	217
17.	Useful tables	225
18.	Counties and geographic divisions	243
19.	Congressional Record	257
	Congressional Record Index	288
20.	Reports and hearings	297
	Index	313